

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION - CENTRAL PLAIN REGION - LEE'S SUMMIT

BANKRUPTCY BY FAX/MAIL/COURIER

The National Archives and Records Administration in Lee's Summit, MO, accepts requests for photocopies of bankruptcy case files. You may request copies of the entire contents of the case file, a package of commonly requested documents, or documents that you select. **Payment must accompany your request.**

Step 1: FOR EACH CASE, obtain the following information from the Court where the case was filed and closed. PLEASE USE ONLY ONE FORM PER CASE. (This form may be photocopied.)

ACCESSION NUMBER: 021-_____ - _____

NARA LOCATION NUMBERS: Row _____ Unit _____ Shelf _____

AGENCY BOX NUMBER: _____

CASE FILE NUMBER: _____ CASE FILE NAME: _____

CITY AND STATE WHERE COURT IS LOCATED: _____

Step 2: The following options are available:

- ' OPTION A: PACKAGE containing commonly requested documents from Individual cases. Cost: \$10.00 (Uncertified) or \$20.00 (Certified). This option includes one or more of the documents listed below. *Please check the documents desired.* (Note, however, that some bankruptcy cases may not contain all of the documents listed. All questions concerning the contents of a particular file should be directed to the appropriate Court.)
 - [] Order of Discharge, Order of Dismissal, Final Decree, or Trustee's Report
 - [] Voluntary Petition (Top two sheets)
 - [] Summary of Debts and Property (assets)
 - [] List of Creditors and all Schedules
 - [] All of the above
- ' OPTION B: ENTIRE CASE - All documents of case file of Individuals only (no Business cases.) Cost \$35.00 (Uncertified) or \$45.00 (Certified). You will be notified and given further options if your request exceeds the **60-page limit** for documents returned via fax or the **100-page limit** for documents returned via mail.
- ' OPTION C: BUSINESS OR ADVERSARY CASE - Bankruptcies that in any way involve a business, even if there is only a statement that an individual was "doing business as," "formerly doing business as," or in some way connected with a business (DBA) must be requested from this section. You will be notified and given further options if your request exceeds the **60-page limit** for documents returned via fax or the **100-page limit** for documents returned via mail.
 - ' OPTION C-1. SPECIFIED DOCUMENTS. COST: \$26.00 (Uncertified) or \$36.00 (Certified). A copy of the DOCKET SHEET indicating the case file name and number, and the date and title of the specific documents to be copied must be included with the request form. On the docket sheet, circle the documents that are to be copied. If the Court has already transferred the docket sheet to our facility, see Option C-2.
 - ' OPTION C-2. DOCKET SHEET. COST: \$10.00. If the docket sheet is stored at our facility, obtain the STEP 1 information for the **docket sheet** from the Court. We will fax or mail the docket sheet to you, so you can mark the documents you need and send it with your request for SPECIFIC DOCUMENTS (OPTION C-1).
 - ' OPTION C-3. ENTIRE CASE. COST: \$50.00 (Uncertified) or \$60.00 (Certified).
- ' OPTION D: CERTIFICATION: \$10.00 EACH. (**Copies to be returned via FAX cannot be certified.**) This

service provides you with a form stating that all reproductions are a true and correct copy of documents in our custody. It does not mean that photocopies are sent by certified mail.

CASE NUMBER: _____

Step 3: **PRINT** your name, address, and phone number (and fax number if fax service is desired).

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

DAYTIME PHONE NUMBER: (____) _____

FAX NUMBER: (____) _____

If the records are to be transmitted to a fax machine that **IS NOT** at your location, please list below the name of the business and a voice number that we can call in case of transmission problems.

Name of Business _____ Voice Phone Number (____) _____

To pay by credit card, please complete the following:

TYPE OF CREDIT CARD: _____ VISA _____ MASTERCARD _____ NOVUS _____ AMERICAN
EXPRESS

ACCOUNT NUMBER: _____ EXPIRATION DATE: _____

Step 4: SUBMIT REQUEST by **FAXING** this form to (816) 478-7623 or **MAILING** it to:

National Archives and Records Administration
Central Plains Region
200 Space Center Drive
Lee's Summit, MO 64064

General Information

To review Court records at the Central Plains Region, please refer to instructions titled REVIEWING COURT RECORDS.

The Central Plains Region will service requests delivered by the U.S. Postal Service, Common Courier, or FAX for photocopies of Bankruptcy case files. **We do not take requests by telephone.**

Orders sent via FAX must be paid by credit card. Orders sent via USPS or Common courier may be paid by check, money order, or credit card. Checks and money orders should be made payable to NATIONAL ARCHIVES TRUST FUND.

We do not send confirmation that your request was received. **However, we normally process requests within three workdays of receipt. Phone calls inquiring about the status of your request interrupt those working on your request, and will only delay the process.**

YOUR REQUEST WILL BE RETURNED UNSERVICED IF:

1. The information supplied in Step 1 is incorrect or incomplete.
2. The name on the case file does not match the name on the case number requested.
3. Your credit card is not approved, or your check/money order is for less than your order would cost.
4. A copy of the DOCKET SHEET for Option C-1 is not included, or if requested items are not clearly marked.

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION - CENTRAL PLAINS REGION

REVIEWING COURT RECORDS AT LEE'S SUMMIT

Please read our INSTRUCTIONS CAREFULLY and then follow the steps below to schedule an appointment to review bankruptcy, criminal, or civil court records at NARA'S Central Plains Region. Directions to the facility are on the reverse side of this form.

Step #1: OBTAIN CASE INFORMATION

For each case, obtain the following information from the Court where the case was filed and closed. Your request cannot be serviced without the correct information in each of these blocks. PLEASE USE ONE FORM PER CASE.

City Where Court is Located	NARA Accession Number	NARA Location Number
Case File Name	Case File Number	Agency Box Number

Step #2: CALL FOR AN APPOINTMENT

Telephone NARA/Lee's Summit at (816) 478-7079 and tell the receptionist you wish to review a Court record. Give the Receptionist:

- ' The information you obtained in Step #1
- ' Your name and phone number where you can be reached between 8:00am and 4:00pm

Our research room is open to visitors with APPOINTMENTS. Appointments must be scheduled 24 hours in advance and are available Monday through Friday from 8:00am to 3:00pm. Each researcher is limited to three cases per visit. Records must be returned ten minutes prior to closing. If for some reason the records are not available, you will be advised to call the Court for assistance. You may wish to call us before your visit to confirm that the file you requested is ready for review.

Step #3: REVIEWING THE RECORDS

Once you are at the Central Plains Region, YOU must review the file and identify the pages you wish to have photocopied by the staff. NARA cannot accept responsibility for identifying the specific documents you require, nor for giving technical information regarding file content or court actions. Administration are contained in 36 CFR Ch. XII.

Step #4: REPRODUCTION FEES

Photocopies: \$.50 per page
Certification: \$10.00 per document. (Documents cannot be certified once they are removed from the premises.)

We accept cash, money order, pre-printed checks, and VISA, Mastercard, NOVUS, and American Express credit cards. Checks and money orders must be made payable to the National Archive

DIRECTIONS TO THE
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION - CENTRAL PLAINS REGION
LEE'S SUMMIT, MO

[If you want to obtain copies of documents without visiting the Central Plains Region, please refer to instructions entitled BANKRUPTCY BY FAX/MAIL/COURIER or CRIMINAL BY FAX/MAIL/COURIER.]

DIRECTIONS:

The National Archives and Records Administration - Central Plains Region/Lee's Summit is located in an underground facility at 5351 Lee's Summit Road NW, in the southeastern portion of the Kansas City metropolitan area.

From I-470, take exit 9 (Douglas Street). Go north 4.7 miles on Douglas (which becomes Lee's Summit Road). The NARA facility is located on the east side of the street, and is marked by a blue and white NATIONAL ARCHIVES AND RECORDS ADMINISTRATION sign. Drive into the underground facility, and park in the visitors parking which is near the entrance. The NARA office is well marked and is also near the underground entrance.

If you are unable to visit the NARA - Central Plains Region in person, but need to have Court records researched, there are several research firms available, including those listed below. (NARA does not provide endorsements or recommendations, and notes that this may not be an all inclusive list.)

Bankruptcy Service
(214) 424-6500
Fax 1-800-256-2800

Grafton Service
816-782-2992

National Court Services LLC
913-782-2992

Reproduction Systems, Inc.
800-633-6125 or
816-353-7707

Search Services
816-353-7707